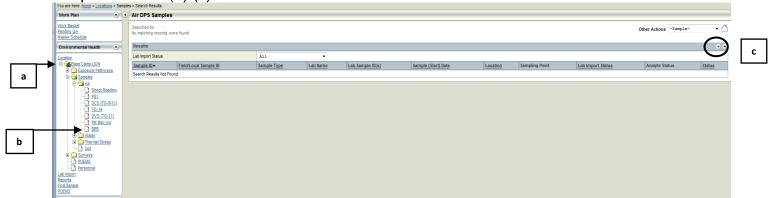
Adding an Air (DPS) Sample

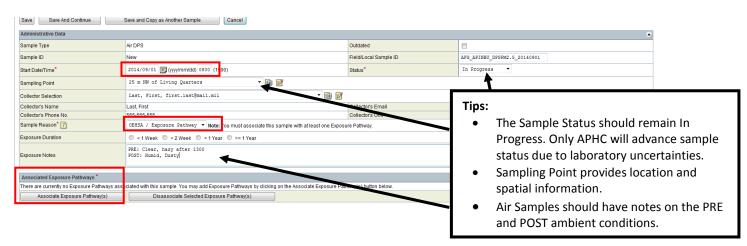
[1] Ensure you have accessed your Location (a), then expand the (+) icons in the Menu Tree under Samples -> Air -> DPS. Click the DPS link (b) to view and/or add a sample. To add a new sample click the (+) (c).

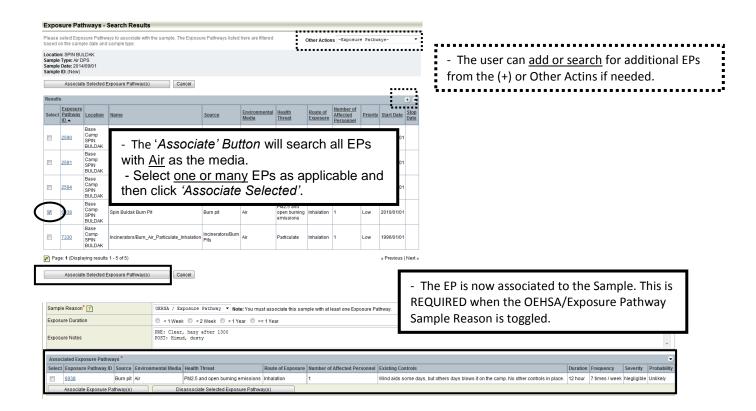


[2] The first screen seen after clicking the new sample (+) will be the Blank Sample Information. *Typically the 'No Blank Sample' choice is used in Deployment locations*. However other monitoring situations may require a blank sample. After selecting 'No Blank Sample' (d), click on continue (e).

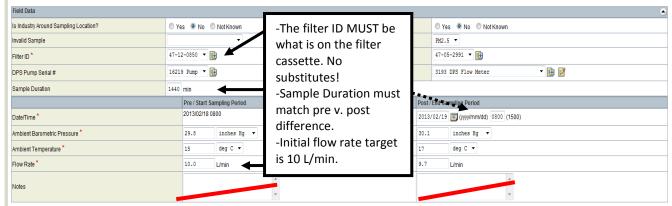


[3] Within the Administrative Data tile, begin to transpose the hand written notes off the Field Data Sheet. There are 2* required fields for this media: Start Date/Time AND Sample Reason. The Sampling Point and Exposure Notes are equally important. When deployed the Sample Reason is commonly toggled as OEHSA/ Exposure Pathway (EP). When this option* is selected, it is required to use the 'Associate Exposure Pathway(s)' Button. The Exposure Notes should include supporting site and day specific events.

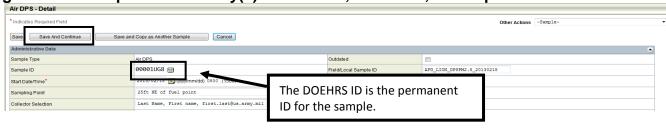




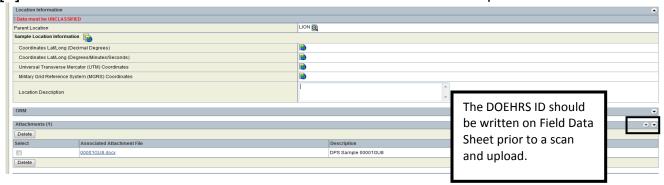
[4] Additional Field Data should be entered that supports the EP and Exposure Notes. However, do not use the Notes box in the Field Data tile, just use Exposure Notes box above in the Administrative Data tile (historical data reporting reasons for this).



[5] After all field and exposure data are recorded use the 'Save and Continue' button to generate the DOEHRS ID. This can be thought of as the sample's "shell." Later, laboratory data will be added to complete "shell" and further assessment will occur. **Assessment is only as good as the Exposure Pathway(s) associated, field data, and exposure notes!**



[6] Geo-coordinates and attachments should be added if known and permitted.



[7] Use a 'Save' [and exit] to go back to the screen in Step 1. After a 'Save' [and exit] the sample input is complete. Note: The sample should remain 'In Progress' in the field and through shipment. The APHC will advance the Status after shipment and laboratory analysis.

